

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)  
ACTIVE DUTY GUARD/RESERVE (AGR)  
NATIONWIDE TOUR ANNOUNCEMENT  
OPEN TO BOTH M-DAY AND CURRENT AGR OFFICERS**

1. **Position Available:** Assistant Professor of Military Science (APMS) DMOS 50A00  
1217-012 TF 149682 Para 006C line 03
2. **Unit/Location:** University of Southern California Army ROTC Battalion, Los Angeles, CA
3. **Tour Number:** 31-05
4. **Effective Date:** 19 January 2005
5. **Closing Date:** 21 February 2005
6. **Maximum Grade:** O4
7. **Minimum Grade:** O3
8. **Personnel Eligible to Apply:** (X) Male (X) Female (X) OFF ( ) WO ( ) ENL
9. **Selecting Supervisor:** Chief of Staff, Army Division
10. **Military Status:** Full-Time Military Title 32 Section 502 (f) (AGR)
11. **APPLICANTS MUST at a minimum, submit the following documents, if required item(s) are missing from your packet it will be returned due to lack of information:**

**\*\* See attached NGB Policy Letter for Education Requirements and policies regarding this position.\*\***

- a. NGB Form 34-1 (with signature and date). Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1 are ineligible to apply.
- b. Three-quarter-length photograph in Class A uniform made within the previous 12 months. ("Official" military photograph is required).
- c. **Certified** copy of DA form 2-1 (*see frequently asked questions*)
- d. All OERs for the past Four years. (Supervisor must provide written statement/memo providing information as to why soldier's OERs are not available).
- e. Certified copy of DA Form 705 (APFT) showing passing score within past 6 months. (*see frequently asked questions*)
- f. Current chapter 3, AR 40-501 (retention standards) physical (SF 88 and 93), to include body fat worksheet (if applicable) (See item # 16 for further information).
- g. DA Form 4970 Cardiovascular screening (if applicable).
- h. RPAS statement ("On-board" AGR soldiers do not have to submit RPAS statement).

i. All DD Form 214s (copy must include bottom portion showing discharge reason and Reenlistment (RE) Code).

j. **Completion & a copy of Bachelor's Degree certificate must be submitted with application packet.**

k **ALL** College Transcripts.

l. Officer Biographical sketch, IAW NGR 600-100, Appendix H.

m. Officer Advance Course is required

**12. Brief Job Description:** Assistant Professor of Military Science for a Cadet Command Battalion consisting of 75 Cadets and 18 Cadre. Primary duties include overseeing all staff activities that support the battalion's mission of commissioning lieutenants. Manage the OMA and RPA budgets, the cadet council fund, and the unit fund. Act as property book officer. Conduct SMP liaison activities between cadets, the military science department, and local reserve component units. Assists in targeted recruiting, developing leaders, and retaining quality prospects for Cadets in the program. Acts as alternate battalion test control officer for Cadre and Cadet testing requirements. Serve as weight control officer. Performs other duties as required in support of the Cadet Command mission.

**13.** Applicants selected for AGR, and meeting any one of the following disqualifications, will require a HQDA, DCSPER waiver prior to entry:

a. Unable to serve at least five (5) years on AGR status prior to achieving eighteen (18) years active federal status or mandatory removal date.

b. Entitled to military retired pay.

**14.** Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. DD214(s) that have unfavorable remarks to include; Unsatisfactory performance, Misconduct, Dropped from the rolls (DRF), Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11

**15. SUBMIT APPLICATION TO:** JFHQ, ATTN: CAJS-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please **Do Not** call this office with questions to your application to see if we have received it, you **will be** notified by mail. Please see "*frequently asked questions*" on our web site.

**NOTE:** COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) **MUST BE RECEIVED IN CAJS-HR-AGR Branch** NOT LATER THAN THE CLOSING DATE SHOWN IN ITEM #5. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED. Additional copies of this announcement may be obtained from our website at [www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr).

**16.** Soldiers with Chapter 3 (Enlistment or Retention in the National Guard Standards) physicals that are more than 6 months, but less than 24 months old prior to the soldier's projected accession into the AGR program, must submit a DA Form 7349 (Initial Medical Review – Annual Medical Certificate) reviewed and validated, through a personal interview, by the State Surgeon or Health Care Provider Designee (physician, physician's assistant or nurse practitioner). The DA Form

7349 must be accomplished prior to the first day of AGR duty to ensure that Chapter 3 standards continue to be met

**17. EQUAL OPPORTUNITY:** The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

NGB-ARH

3 March 2004

MEMORANDUM FOR ALL HUMAN RESOURCE OFFICERS AND ACTIVE GUARD  
RESERVE MANAGERS

SUBJECT: Army National Guard Professor/Assistant Professor of Military Science  
(PMS/APMS) Program Policy

1. References:

- a. Title 10, U.S. Code, Section 12321.
- b. Public Law 102-484, Section 512.
- c. AR 135-18, The Active Guard Reserve Program, 19 June 1996.

2. Purpose. This memorandum provides policy on ARNG PMS/APMS program staffing, assignment, and management.

3. Background.

a. In 1992, US Army Cadet Command identified 100 educational institutions for ARNG PMS/APMS support. Public Law 102-484 did not provide the National Guard Bureau (NGB) with additional AGR program funding or authorizations to support these institutions. Since then, the ARNG has authorized the assignment of Title 32 AGR officers to PMS/APMS positions.

b. The ARNG continues to support the PMS/APMS positions at 100 institutions. The ARNG's endorsement reaffirms its commitment to Army policy and declares its continuous support for newly commissioned officers entering the Reserve Components through the Reserve Officers' Training Corps.

4. Policy.

a. General.

(1) A State/Territory support to an authorized PMS/APMS position attests to its participation in the PMS/APMS program. The State/Territory will only assign officers to the National Guard Bureau Full-Time Support (FTS) Human Resources Policy and Programs Division (NGB-ARH) documented PMS/APMS positions.

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(2) Officers filling PMS/APMS positions will be in Full-Time National Guard Duty (FTNGD) status under Title 32 USC 502(f). Requests to support undocumented NGB PMS/APMS positions will not result in an increase to a State's or Territory's controlled grades or authorizations.

(3) Any AGR officer assigned to a PMS position is responsible to the Adjutant General (TAG) for recruiting cadets from ARNG units into ROTC and officer accessions from ROTC into the ARNG. Those assigned to APMS positions are responsible to the State/Territory Recruiting and Retention Manager (RRM) for the same support. The Military Personnel Officer or RRM will ensure their respective PMS/APMS is marketing the ARNG and producing quality commissioned officers in the quantity and academic disciplines necessary to meet ARNG component requirements.

(4) Support to a PMS/APMS officer's effort is critical to the successful accession of ROTC Cadets into the ARNG. Each AG should use Reserve Forces Duty or dedicated ARNG scholarships and Guaranteed Reserve Forces Duty (GRFD) contracts as recruitment mechanisms to the maximum extent possible.

(5) States/Territories should encourage M-Day soldiers to participate in the ROTC contract program for APMS positions. Program participants do not count against the ARNG PMS/APMS authorizations. Officers, captain through lieutenant colonel, wear the uniform with their ARNG unit's shoulder sleeve insignia, work in the ROTC program during the week, but continue to participate in normal ARNG unit activities.

(6) Officers filling PMS/APMS positions will not participate in the Command Leadership and Staff Program.

b. Rating Chain.

(1) The PMS Position. The ROTC Brigade Commander will serve as rater for AGR officers assigned to PMS positions. The State Chief of Staff, or another senior officer that the AG designates, will serve as intermediate rater. The ROTC Region Commander will serve as senior rater.

(2) The APMS Position. The ROTC Battalion PMS will serve as rater for AGR officers assigned to APMS positions. The State RRM or Military Personnel Management Officer will serve as intermediate rater. The ROTC Brigade Commander will serve as senior rater.

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(3) States/Territories that assign a MILPO or RRM into the APMS officer's Officer Evaluation Report rating chain, as an intermediate rater, must ensure adherence to AR 623-105, Officer Evaluation Reporting System.

(4) In Accordance With AR 623-105, paragraph 2-22, when two separate chains of command are supervising and assigning different duties throughout the officer's (PMS/APMS) rating period, dual supervision rules may apply.

c. Assignment.

(1) The AG will fill vacant PMS positions with officers under their command and if not in the AGR program, they will be accessed into the AGR program prior to assignment. If selected, qualified Military Technician (MT) officers on a one-time occasional three-year tour must be counseled concerning this condition. This condition of the occasional tour will be reflected in the soldier's order to AGR status.

(2) The PMS/APMS assignment is for three years. Officers will be stabilized for the three years and are not considered eligible for reassignment, other than for the good of the service. After assignment completion, these officers will be reassigned to an AGR position or return to the MT program within the State as appropriate.

(3) Officer reassignments should occur between semesters, optimally at the end of the school year (summer months). The Human Resource Officer (HRO)/AGR Manager must coordinate transfer dates with the respective ROTC Region, Assistant Chief of Staff (ACOS), ARNG at ROTC Region Headquarters (HQ), and with the PMS at the supported institution. The NGB-ARH will review institution support requirements before authorizing adjustments to assignment termination dates.

(4) Reassignment from a PMS/APMS position is a "programmed loss." The leadership must have a plan to select (normally one year from end of tour) and train (no less than two weeks overlap of assignments possible) a suitable replacement before assignment termination or extension. In extreme cases, where the State cannot identify a suitable backfill, an extension may be considered after coordination with ROTC chain of command.

(5) Requests for an extension or curtailment are an individual's responsibility. Officers should submit the request 12 months before the completion of the PMS/APMS assignment. Requests for a one-year extension, or an assignment curtailment, will be submitted through ROTC Region command channels to the AG. The AG will provide NGB-ARH a copy of the approved extension or curtailment. The AG must review

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(d) At any time during the process, the officer's nomination packet may be disapproved or returned for record verification/correction.

(4) Nomination of APMS.

(a) The AG will submit a Letter of Nomination, and forward the nomination packet to the ROTC Region ACOS, ARNG. The Region ACOS, ARNG will review the packet and provide a recommendation to the ROTC Region Commander.

(b) The ROTC Battalion and Brigade Commanders will provide their recommendations to the Region Commander. The Region Commander will forward the approved nomination packet to the University/College President or return a disapproved packet through channels.

(c) The University/College President will forward an approved or disapproved packet to the Region Commander, who in turn will notify the State.

(d) At any time during this process, the officer's packet may be disapproved, or returned for officer record verification/correction.

e. Prerequisites for PMS.

(1) Grade: Senior Major or Lieutenant Colonel.

(2) Military Education: Completed Command and General Staff College.

(3) Civilian Education: Master's degree required. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 and 3.0 respectively, on a 4.0 scale.

(4) Military Experience: Successful battalion-level command or senior staff assignment. The officer must have over four years of experience in the ARNG.

(5) Physical Fitness: The officer must meet height and weight requirements IAW AR 600-9, The Army Weight Control Program, and successfully pass the Army Physical Fitness Test within six months of the application.

f. Prerequisites for APMS.

(1) Grade: Senior Captain or Major.

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mission needs and assess the impact of an extension in place on career development, long-term viability and upward mobility within the State's/Territory's AGR Program.

d. Nomination of the PMS/APMS.

(1) The HRO/AGR Manager will review all nomination packets for completeness and accuracy before submitting the packet to the AG.

(2) The PMS/APMS nomination packet must include:

(a) Officer Biographical Sketch, IAW NGR 600-100, appendix H.

(b) Certified copy of the officer's Department of the Army (DA) Form 2-1.

(c) Copies of all college undergraduate, graduate, and post-graduate transcripts.

(d) Current DA photograph (taken within the last 12 months).

(e) Last four OERs. (For APMS officers, OERs will be removed before packet is sent to ROTC Region HQ.)

(3) Nomination of PMS.

(a) The AG will provide a Letter of Nomination for a PMS position; when two or more officers are nominated, an order of merit list will be provided to the Brigade and Region Commanders. The Brigade and Region Commanders will review the nomination(s) and submit their recommendations to the Commanding General, Cadet Command for approval. Upon approval the commanding General, Cadet Command will forward the nomination to the University/College President for acceptance. Upon approval, the Region ACOS ARNG will notify the State so that orders may be published.

(b) For out-of-cycle PMS nominations, the Commanding General, Cadet Command will select ARNG PMS nominees from nomination packets submitted by the AG.

(c) Cadet Command will notify the AG and forward an approved nomination through the Region Commander to the University/College President for approval or disapproval. The University/College President will forward an approval or disapproval to the Region Commander, who will notify the State.



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(2) Military Education: Officer Advanced Course is required. Combined Arms Service Staff School is preferred.

(3) Civilian Education: Baccalaureate is required. Some institutions require a master's degree. To be competitive, the undergraduate grade point average should be a minimum of 2.5 on a 4.0 scale.

(4) Military Experience: Successful company-level command or Troop Program Unit (TPU) leadership assignment. Officer must have a minimum of four years experience in the ARNG.

(5) Physical Fitness: The officer must meet height and weight requirements IAW AR 600-9, The Army Weight Control Program, and successfully pass the Army Physical Fitness Test within six months of the application.

5. Change of Institution. States may request a change of PMS/APMS support to an institution.

a. To initiate a change of institution support, the AG will submit a memorandum requesting the change to PMS/APMS institution support. This request must include coordination with the ROTC Brigade and Region Commander. After completing coordination, the AG will send the change request packet through the Region ACOS, ARNG to the ACOS, ARNG, U.S. Army ROTC Cadet Command, Fort Monroe, VA for approval.

b. The change of institution request memorandum must:

(1) Identify the necessity for changing FTNGD support to an institution (i.e., demographics, TPU location, Simultaneous Membership Program support, or the State's inability to meet officer production requirements).

(2) Identify the institution gaining or losing the PMS/APMS position, with an analysis on the ramifications of initiating or discontinuing institution support. A memorandum from the gaining and losing institution's PMS, concurring or nonconcurring with the change, must accompany the AG's request.

(3) Provide the future status of the AGR officer assigned to the gaining or losing institution's PMS/APMS position.

c. Cadet Command will provide a copy of the approved change of institution request to NGB-ARH.

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6. Reports.

a. NGB-ARH will submit an annual report in July to Cadet Command ACOS, ARNG on the location of supported institutions. The Cadet Command ACOS, ARNG will validate and return the report, adjusting any discrepancies.

b. The ROTC ACOS, ARNG will provide an annual report, on 30 September, listing PMS/APMS position locations, incumbent, assignment expiration date, and if vacant, the expected date of fill. The report is sent to the Chief, National Guard Bureau.

c. States/Territories will report the termination of an AGR PMS/APMS officer's support or the Cadet Command's ROTC program closure to NGB-ARH. States/Territories not supporting their PMS/APMS program may have their allocations reassigned to a State/Territory that has officially requested an additional PMS/APMS allocation.

d. NGB-ARH will evaluate the reassignment of PMS/APMS positions a State/Territory has left vacant for more than two months to another State.

7. Points of contact are:

a. Lieutenant Colonel Jim Lynch, Assistant Chief of Staff, Army National Guard, at DSN 680-4576 or 757-788-4576.

b. Lieutenant Colonel Tammy L. Miracle, Chief, Personnel Policy and Readiness Division, at DSN 327-5845 or 703-607-5845.



ROGER C. SCHULTZ  
Lieutenant General, GS  
Director, Army National Guard

CF:

US Army Cadet Command, ACOS, ARNG  
Each State ROTC Region, ACOS, ARNG  
Each State MILPO  
Each State IG